

NATIONAL ARCHIVES OF INDIA, NEW DELHI

1973-74

Administration: The National Archives of India is a subordinate office under the Ministry of Education and Social Welfare (Department of Culture). The Director of Archives, Government of India, is the Head of the Department. The sanctioned strength at the end of March 1974 was as follows:-

Gazetted Class I - 12; Gazetted Class II - 34;
Non-Gazetted Class II - 30; Ministerial and Non-Ministerial Class III - 220 and Class IV - 165; total - 461. These include 3 temporary posts under the plan scheme for Certificate Course in Record Management and Publication of Records bearing on Partition and Independence and 5 temporary posts under non-plan budget for security arrangements and Indian Historical Records Commission.

The post of Officer on Special Duty (II) remained vacant during the year under report.

Shri S.A.I. Tirmizi, Assistant Director of Archives (Oriental Records) who was on deputation to the Government of Jammu and Kashmir with effect from 19th June, 1970 reverted to this Department on 11th July 1973 (forenoon) and was appointed to officiate as Deputy Director of Archives from the same date.

Budget: The actual expenditure of the National Archives of India, New Delhi during 1973-74 was Rs. 18,23,099.47 (Non-Plan) and Rs. 6,98,343.80 (Plan). The total budget allocation for 1974-75 is Rs. 26.00 lakhs (Non-Plan) and Rs. 13.89 lakhs (Plan).

Plan Prospects: The Plan allocation for the National Archives of India for the Schemes included in the Fifth Five Year Plan, has been revised from Rs. 3.20 crores to Rs. 2.24 crores on the recommendation of the Planning Commission. The details of the allocations approved for each project in the Fifth Plan are given below:

Schemes	Total allocations in the Plan period
	(in lakhs)
1. Construction of Annexe to National Archives of India Building.	30.00
2. Setting up of Record Centres	30.00
3. Expansion of Record Management Programme.	10.00
4. National Register of Private Records.	20.00
5. Expansion of Repair and Reprography Units.	15.00
6. Listing of English & Persian Records, including Guide to Records.	6.00
7. (a) Acquisition of ~~exchange~~ of microfilm copies of records	
(b) International Symposium on Materials of Mutual Interest	9.00
8. Setting up of School of Archival Training.	4.00
9. Expansion of activities of Bhopal Office of the National Archives of India	4.00
10. Publication of Records "Towards Freedom".	40.00
11. Automated Information Storage and Retrieval.	2.00
12. Strengthening of Administrative Division, including Library.	4.00

The Government of India has been moved to get the projects cleared by the Planning Commission and for according necessary financial sanction for the same.

Building: Architectural designs for the proposed annexe building from leading Architects were invited by the Central Public Works Department. Only six competitors submitted their

design and none of the designs was found up to the mark. It has been decided to call for revised designs from among some of the previous competitors. Meanwhile, Government has imposed a ban on construction of 'non-functional' buildings, and archives buildings have not so far been accepted as 'functional'.

Acquisition of Records

Public Records: 16,742 files (1914-55) of the Foreign and Political Department, External Affairs, and Commonwealth Relations Department and Ministry of External Affairs; 1044 volumes and 678 files (1805-1932) of the Military Department; 73 copies of Bills (1973) from the States assented to by the President of India; 149 files (1938-54) of the Political Department and Ministry of States; 291 files (1935-38) of the Viceroy Executive Council Office were accessioned.

Private Papers: The Department acquired a good number of private papers and other documents of historical importance. Among the important acquisitions, mention may be made of Dr. Rajendra Prasad Collection (1917-1967); Materials relating to Indian National Army (1943-44); 2 letters (photocopies) of Bhagat Singh to Amar Chand; Govind Ballabh ^{Pant} Collection (1941-1960); Speeches of Netaji Subhas Chandra Bose (1942-45); Sir Sita Ram Collection (1929-1970); Sir Gorooodas Banerjee Papers (1887-1918); Papers relating to Mutiny at Kanpur in 1857 (1857). (For further details please see paper No. III - "Accessions").

Microfilm Xerox Copies: The Department acquired during the period 4 rolls of the Papers of Sir Charles Wood (1846-1885) and 4 items of Xerox copies of the Papers of the Azad Hind, Young India and Uva Bharatam.

Reference Media: During the period under report Reference Media of the following series of Public Records as well as Private Papers were prepared:

A. Public Records

1. Summary Inventory of Consultations

<u>Department/Branch</u>	<u>Inclusive Years</u>	<u>Bulk</u>
Foreign (Secret) Department	1773-99	3,003 Manuscripts pages.

2. Summary Inventory of Despatches

(a) Despatches from Secretary of State for India, Home (Public) Department	1871-1836	935 Despatches
(b) Despatches to Secretary of State for India, Home (Public) Department	1879-1906	1946
(c) Despatches to Secretary of State for India, Home (Judicial) Department	1885-1895	520

3. Summary Inventory of Files

Central Board of Revenue

Custom	1930-1938	3342 files
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4. Subject List of Files

(a) Financial Department (Accounts 'A')	1860-1830	4624 "
(b) Revenue and Agriculture	1882-1923	1251 "
(c) Commerce and Industry	1905-1920	7575 "

5. Check List of Files

(a) Ministry of External Affairs	1933-49	3620 "
(b) Cancelled Security of old loan bond of Reserve Bank of India	1785-1865	320 pages

6. Descriptive Lists: Volumes VII, VIII and IX of the

Descriptive List of Secret Department Records covering the years 1787-88, 1789-90, and 1791-95.

7. Cataloguing of maps:

Revenue Survey (Central Provinces)	1868-70	3347 maps
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B. Private Papers

1. Subject List

(a) Dr. Rajendra Prasad Papers	4,255 documents
(b) Meerut Conspiracy Case Papers	2,177 "
(c) P. S. S. Aiyer Collection	1,511 "
(d) P.K. Malaviya Collection	1,478 "
(e) Benarsi Das Chaturvedi Papers	499 "
(f) Gooroodas Banerjee Papers	480 "

2. Check List

(a) Dadabhai Naoroji Papers	150 "
(b) Meerut Conspiracy Case Papers	325 "
(c) Freedom Movement Unit Papers	1350 files

C. (i) Persian Correspondence

(a) The first volume of Descriptive List of Persian Correspondence of the year 1801 as well as the Index and the Glossary to the Volume were made ready.

(b) 183 slips of the year 1802, 337 letters of the year 1804 were collated and 483 letters of the year 1824 were descriptively listed.

(ii) Inayat Jang Collection

(a) About 11,000 documents of the time of Aurangzeb, Farrukh Siyar and Muhammad Shah were descriptively docketed.

(b) 2,659 documents pertaining to the time of Bahadur Shah I, Farrukh Siyar and Muhammad Shah were classified according to their original order.

(c) 1,070 catalogue slips of seal impressions of the Mughal Nobility in the Deccan as found among the Inayat Jang Collection of documents of the time of Muhammad Shah were prepared.

Record Management

Implementation of the Archival Policy Resolution: The Archival Policy Resolution was issued by the Government of India in December 1972 providing a firm basis for efficient management of their records. During April 1973, circular letters were issued by this Department to the Union Ministries/Departments etc. requesting them to initiate action for the management of their records in accordance with the provisions of the above Policy Resolution under intimation to the National Archives of India. It is regretted that the response from the Ministries/Departments of the Government of India regarding the implementation of the above resolution was not encouraging. By the end of March 1974, replies were received only from 131 Central departments and organisations including 7 Ministries.

The Assistant Director of Archives (Record Management) visited the Ministry of Railway (Railway Board), Ministry of Defence, Department of Company Affairs, and Union Public Service Commission, New Delhi, to explain to the concerned officers the various issues connected with the implementation of the Archival Policy Resolution.

Appraisal of Records: Pending the appointments of additional staff required by this Department during Fifth Five Year Plan for implementing the various items of the Record Management Programme, it was decided to complete, with the help of the existing staff, the appraisal of those non-current records which were earlier accessioned by this Department to create shelf space in the already over congested stack area, and thereby accession at least such of the permanent records from the Ministries which are required for filling up the gaps in the existing Series.

During the period under report as many as 58,467 files of the late Department of Education, Health and Lands (1923-51), Imperial Council of Agricultural Research (1929-45), Mysore States Agency (1882-1947) and of the Ministry of External Affairs (1914-48) were appraised. Out of these, 35,050 files were found to be of ephemeral value.

Acquisition of Records: It has been decided that in future the Department should accession only those records for permanent preservation which have been finally appraised by the Ministries/Departments etc. in collaboration with the National Archives of India. Only such other records may be acquired which are necessary to fill up the gaps in the existing Series. In furtherance of the measure, the Record Management Division arranged for the acquisition of 17 bundles of records of the late Ministry of States for the years 1948-56 and of the late Political Department, Miscellaneous Branch, for the years 1933-35 and 1937-39. Similarly, records finally appraised by our officers in the Ministry of External Affairs and recommended for permanent preservation, were made ready for transfer to this Department.

Information on the Archival Assets of the Central Ministries etc.: The Department continued the collation and compilation of data about the bulk of semi-current and non-current records lying with the various Ministries/Departments etc. of the Government of India and the rate of creation of fresh records by them annually. This programme was taken up as early as 1972 in anticipation of the Archival Policy Resolution by the Government of India. During the period, replies were received from the Ministries of Agriculture, Industrial Development, Education and Social Welfare, and the Departments of Company Affairs and Supply.

Scrutiny of Retention Schedules of Records: The Archival Policy Resolution requires the National Archives of India to advise the various Ministries/Departments etc. of the Government of India about the compilation of Retention Schedules of their respective record series. Emphasis was laid on the compilation of the Retention Schedules of Records of each Ministry and Organisation because the Department of Administrative Reforms had, in collaboration with the National Archives of India, already prepared a revised draft of Retention Schedule for records common to all Ministries/Departments. Accordingly, the Department scrutinized during the year Retention Schedules for records peculiar to the Army Head Quarters, (Ministry of Defence), Department of Culture (Ministry of Education & Social Welfare) and the Department of Family Planning (Ministry of Health and Family Planning), and necessary modifications were suggested.

Study of Departmental Manuals: The study of Manuals issued by certain Departments and Organisations for the management of their own records is a pre-requisite for proper assessment of their peculiar needs. Accordingly, a circular letter was issued to about 417 Attached/Subordinate Offices and Organisations of the Government of India requesting them to confirm in case they had issued separate Departmental Manuals, and if so, to supply a copy each of the same to the National Archives of India. In response, copies of the Manual issued by the Railway Board, Central Public Works Department, Indian Council of Agriculture Research, Post and Telegraph Board (Ministry of Communications), the Directorate General of Supplies and Disposals, All India Soil and Land Use Survey Organisation, the Directorate General of Mines Safety, Dhanbad and few others were received. These were scrutinised and necessary advice tendered to the concerned agencies.

Advisory Work: The Ministries of Law, and Education and Social Welfare had sent lists of certain series of records for obtaining advice of this Department regarding their importance as permanent records. Necessary advice was tendered to the agencies concerned. Similarly, the Cabinet Secretariat had sent, after de-classification, 47 files of the Viceroy's Executive Council pertaining to the years 1935-37 for scrutiny and advice. The records were also scrutinised, and advice was tendered for necessary action. The Directorate General of Supplies and Disposals had sought advice for the efficient management of their records. The Department completed a preliminary survey of their Record Management problems.

This Department had earlier completed the scrutiny of the Refugee Registration Certificates issued by the Regional Settlement Commissioner (Central), Department of Rehabilitation and on the basis of study additional information was sought from them.

Arrangement and Servicing of Records: 11,212 files, 155 folios, 823 maps were checked with the list. 1,709 bundles, 10,304 files, 130 volumes and 698 maps were arranged and 4,602 files were amalgamated.

During the period under review, 53,102 requisitions for records etc. from various Ministries and Departments of the Government of India and research scholars were attended to and 54,850 documents, volumes, and maps were restored.

Research and Reference

Number of Research Scholars: The number of research scholars in the National Archives of India was 491 during 1973-74. Among them, 456 were Indian Nationals, 35 came from the foreign countries, viz. U.K., U.S.A., Australia, Belgium and Sudan.

The records of almost all the Ministries were consulted by the scholars during 1973-74. Records of Foreign (Political) and Home (Political) Departments were found to be most popular with them.

Reference Service: 110 queries received from the various Government Departments, Semi-Government Agencies, Private Institutions and individuals for information based on records were attended to.

Publication Programme

Fort William - India House Correspondence: As reported last year (1972-73) Index to the Volumes X and XI were printed off. Printing of Volumes XVI, XVIII and XIX made further progress.

The Indian Archives: Volume XXI, No. 1 (January-June 1972) was printed off and No. 2 (July-December 1972) was sent to the Press.

Annual Report: The Annual Report of the National Archives of India for 1972 was published and that for 1973 made ready for the Press.

Records in Oriental Languages

Calendar of Persian Correspondence: Volume II of the Calendar of Persian Correspondence (1767-69) came out of the Press.

Index to Titles: The volume is under print.

Indian Historical Records Commission Proceedings: The printing and distribution of the Volume XII was completed and Volume XIII is expected to come out of the Press shortly.

Descriptive List of Mutiny Papers in the National Archives of India, Bhopal: Volume IV was under print and Volume V made ready for the press.

National Register of Private Records: Only five States have supplied some information about the expenditure incurred by them on the Project. These are Andhra Pradesh - (Rs. 4,178.44); Assam - (Rs. 3,445.06); Bihar (Rs. 3,749.00); Jammu and Kashmir - (Rs. 13,525.00) and Punjab - (Rs. 1,486.20).

As regards National Archives of India, an expenditure of Rs. 61,701.00 was incurred on the project out of the budget provision of Rs. 66,000.00 made for the year 1973-74.

The Department received from Bihar 1 proforma, Jammu and Kashmir 477 proformas, Maharashtra 14 proformas, and report on 2 documents from Delhi Administration, for inclusion in the National Register. Mizoram, Tamil Nadu, West Bengal and Uttar Pradesh sent nil reports. In Haryana and Himachal Pradesh, there are no Regional Records Survey Committees. The Government of Gujarat have agreed to set up the Regional Records Survey Committee. So far as Rajasthan and Tripura are concerned, no funds were sanctioned for these projects.

Compilation work: The National Archives of India compiled and published during the period, three volumes of National Register of Private Records viz. volume 2 (1960-61). Volume 4 Part I (1962-63) and Volume 5 (1963-64). The work of compiling and publishing Volumes 4, Part II (1962-63) and Volume 7 (1965-66) is nearing completion.

Preservation of Records and Development of Scientific Aids.

Research and Advice on Repair and Preservation: Research Laboratory of the Department continued testing of various repair materials available in the country i.e. Chiffon, Ledger Paper, adhesives, Long Cloth (coarse as well as fine) Logline etc. for their suitability and use in repair and rehabilitation of

archival documents and conservation work. Samples of Ledger Papers sent by the Copy-right Office, Ministry of Education and Social Welfare, were tested for determining their permanency. Some samples of 'Jaxed' Paper, Bond Paper and a few samples of 'Long Cloth' received from the local market were also tested.

Technical advice on problems on repair and rehabilitation of documents, preservation of records, lamination process, procurement of laminating machines and other equipments, photo-duplicating equipments etc. specifications and availability of cellulose acetate foil and tissue paper and restoration techniques was rendered to a number of institutions during the period.

147 copies of our Brochure on - Repair and Preservation of Records, were supplied to various institutions and individuals.

Shri Y.P. Kathpalia, Scientific Officer of this Department was deputed to Indonesia for three months for helping the National Archives of that country in setting up a repair unit.

Repair and Rehabilitation of Records in the custody of the National Archives of India: In all, 49,859 sheets of records were laminated by machine as well as with solvent lamination process. In addition, 48,664 sheets were repaired with tissue paper; 335 sheets and 14 maps were repaired with chiffon; 11,387 sheets and 1 map were flattened. 1,32,015 sheets were guarded and 740 volumes, 336 books and 787 miscellaneous items were bound.

Air-Cleaning and Fumigation: 630 bundles of records and 180 volumes were air-cleaned, and 1,062 bundles of records, 540 volumes and 13,743 publications belonging to the Parliament Secretariat Library were fumigated.

Microfilming and Photo-Duplication: The microfilming of the News Clippings from the Jayakar collection, Dayanand Saraswati Manuscripts, Manuscripts from the Raza Library, Rampur, and the Newspaper - Abhyudaya, was continued. The microfilming of Foreign Miscellaneous Series of records was also taken up. Besides these, photo-duplication services to scholars and outside agencies were also continued. The mobile microfilm unit visited Karnataka for microfilming copies of impressions of inscriptions for the Archaeological Survey of India, Karnataka.

Technical information on reprographic services and equipment were also furnished to a number of Government Offices, Institutions and the State Archives. Training in reprographic methods was also imparted to the Diploma Course and Short-Term Course Trainees.

A new microfilm camera 'Fuji', S-2, and a Panaprint Xerographic photocopies were acquired for this Department.

Figures for the total work done during the period are as follows:

1. Microfilming	1,73,227 Exposures
2. Positive Printing	14,379 metres
3. Processing of films	2,154 metres
4. Enlargement printing	4,030 copies
5. Reflex copying	47 copies
6. Xerox copying	4,226 copies
7. Checking of film	791 rolls
8. Re-checking of film	480 rolls
9. Physical verification of film	3,164 rolls
10. Servicing	1,363 rolls

Training in Archives-Keeping

Diploma Course in Archives-Keeping: 9 trainees for One-Year Diploma Course in Archives-Keeping admitted in October 1972 had completed their training successfully. A fresh batch of 17 trainees under Diploma Course in Archives-Keeping (1973-74) was admitted.

Short-term Training: 14 candidates deputed by the various Government and Semi-Government Agencies under the scheme of Certificate Course of Training in Records Management for 8 weeks duration (8th October-1st December 1973) and 10 trainees under the 'Half-a-Million job scheme (January-March 1974) were imparted training.

Library: 504 books and 251 Annual Administration Reports were acquired by the National Archives of India Library during the period under report.

Exhibition of Historical Documents: The Department organised two exhibitions of original documents, contemporary photographs, and Newspapers on - (1) "Mahatma Gandhi's Mission in Champaran" on the occasion of Gandhiji's 104th birth anniversary (9-16 October 1973) and (2) "Maulana Azad and the Provisional Government of India in Kabul" on the death anniversary of Maulana Abul Kalam Azad (1888-1958) (22 February - 7 March 1974). Professor S. Nurul Hasan, Union Minister for Education and Social Welfare inaugurated the Exhibition on Maulana Azad. Both the exhibitions received wide publicity through Television, All India Radio and English as well as Hindi Dailies and attracted a large number of visitors belonging to different walks of life.

Cultural Exchange Programme

During the period, Cultural Exchange Programme between India and German Democratic Republic (1971-73) and India and Afghanistan (1973-74) were implemented. Miss S. Basu, Microphotographer, visited the German Democratic Republic for six weeks in May-June 1973 under Indo-German Democratic Republic Cultural Exchange Programme. In pursuance of the Indo-Afghan Agreement, Shri S.A.I. Tirmizi, Deputy Director of Archives, visited Kabul from 25th March to 4th April 1974 and submitted a report on his visit.

Cultural Exchange Programmes were also finalised with the following countries: (1) Czechoslovakia, (2) Hungary, (3) Yugoslavia and (4) German Democratic Republic. But due to financial stringency, these Cultural Exchange Programmes have not been implemented so far.

Committees and Conferences

Dr. S.N. Prasad, Director of Archives, Government of India, attended the 3rd Session of the Bangladesh Itihas Parishad (Bangladesh History Congress) held at the Dacca University, Dacca from 12th to 14th May, 1973. Dr. Prasad also attended the meeting of the Executive Committee of the International Council on Archives at Brussels (Belgium) from 20th to 23rd May 1973 and at Paris from 25th to 30th May 1973. He also attended the International Seminar on Public Record Management held at Washington, U.S.A. from 17th to 30th March 1974.

At the request of the Government of Kerala, National Archives of India deputed Dr. R.K. Parti, Archivist^{to} inspect the records in the custody of the Kerala State Archives.

~~Archives~~ report recommending the steps to be taken for developing the State Archives. Was prepared and forwarded to the State Government for consideration.

Shri I.N. Varma, Archivist, of this Department attended the 34th Session of the Indian History Congress held at Chandigarh from 29th to 31st December 1973. He submitted a paper on "Mrs. Besant's Scheme for the Establishment of a National University of India" which was accepted by the Congress.

International Cooperation

The International Symposium on Historical Sources of Mutual Interest available in the countries of the Indian Ocean Region, which was scheduled to be held at New Delhi in December 1974, has had to be postponed sine die due to unavoidable circumstances.

Action has also been initiated to hold a meeting for setting up the Regional Branch of the International Council on Archives for South and West Asia (SWARBICA) at New Delhi sometime in February 1975. The heads of the Archives of Iran, Bangladesh, Sri Lanka and India Organisations/who have so far agreed to the setting up of Swarbica are expected to take part in these discussions.

Swarbica is primarily intended to promote regional cooperation for development of archives in the Region by organising meetings and seminars of member countries on selected topics of common interest, extension of training facilities for the mutual benefit, etc. Efforts are also being made for enlisting the support of the remaining countries, viz. Turkey, Afghanistan, Pakistan, Nepal and Bhutan.

Hindi Unit

The Department has a Hindi Unit comprising one Hindi Officer and one Hindi typist. The Unit is mainly entrusted with

into Hindi monthly, quarterly, half-yearly and annual reports of the Department and replies to letters received in Hindi from various agencies.

During the period under report, it had translated into Hindi the Annual Reports of the National Archives of India for the years 1970, 1971, 1972 and 1973 and continued rendering into Hindi translation of the book entitled "Indian Travels of Thevenot and Careri".

Indian Historical Records Commission

The 42nd Session of the Indian Historical Records Commission was held at Panaji (Goa) from 5th to 7th January 1973 under the auspices of the Government of Goa, Daman and Diu. Shri D.B. Bhandarkar, Chief Minister, Goa, Daman and Diu, welcomed the members and the guests. The Session was inaugurated by Shri S.K. Banerji, Lt. Governor of Goa, Daman and Diu and was presided over by Professor S. Nurul Hasan, Union Minister for Education and Social Welfare. Eminent historians and archivists from all over the country attended.

The exhibition of historical documents organised on the occasion by the Government of Goa, Daman and Diu was inaugurated by Srimati Shashikala G. Kakodkar, the Minister of State for Education and Social Welfare, Government of Goa, Daman and Diu. The following participated in the exhibition (1) The National Archives of India, New Delhi; (2) Kerala State Archives; (3) Department of Delhi Archives; (4) Maharashtra State Archives; (5) Bihar State Archives; (6) Secretariat Education Department, Manipur; (7) Uttar Pradesh State Archives; (8) Orissa State Archives; (9) Department of Historical and Antiquarian Studies in Assam; (10) Institut de Chandernagor, Chandernagore;

(11) Historical Archives of Goa; (12) Karnataka State Archives and (13) Socio-Economic Research Institute (Indian Statistical Institute), Calcutta. The Exhibition attracted a huge crowd representing the people of the locality.

"Agrarian Movements in India - 1857-1947" was the subject matter for the Discussion Meeting held on the occasion. A number of interesting papers on the subject contributed by scholars were discussed.

National Committee of Archivists: The 26th meeting of the National Committee of Archivists was held at Panaji (Goa) on the 8th January 1973. In the meeting, the heads of all the State Archives under the Chairmanship of Director, National Archives of India, discussed their mutual problems and submitted its recommendations to the Government of India for consideration.

Significant Development since the close of Financial Year.

"TOWARDS FREEDOM"

basic

The Scheme of editing and publication of documents on partition of India and transfer of power (1937-47) was taken up in the 4th Five-Year Plan.

The work of collecting materials in the National Archives of India for this project commenced in October 1972, when Kumari D.G.Keswani was appointed Officer on Special Duty I for the work. About 14,000 typed pages of relevant materials have so far been collected from the records of the Political, Public, Judicial, Police and Jail branches of the Home Department, Reforms Office, Office of the Secretary to the Governor General, Political Department (1937-42) and Private Papers of Dr.Rajendra Prasad (1937-39). The work of collecting materials for the first two volumes covering the period 1937-39 from the Central Government records is almost complete. Private Papers and newspapers remain to be done. The treatment of the volumes is expected to be thematic within fixed chronological limits.

It has been decided that the Indian Council of Historical Research should be responsible for the over-all policy and editing of the volumes. An Editorial Board has been set up by the Indian Council of Historical Research, with Professor R. S. Sharma as the Chairman, and Dr. S. Gopal, Dr. Satish Chandra, Dr. Amal Tripathi, Dr. R.R.Kulkarni and Shri B.R.Grover as Members. The General Editor for these volumes has yet to be appointed by the Indian Council of Historical Research.

"Manual of Indian Archives"

The compilation of a "Manual of Indian Archives" has been taken up by the National Archives of India and Shri H.N.Mathur has been appointed as Officer on Special Duty (II) with effect from 26 April 1974, for the project.

The project is aimed at preparation of a Manual to serve as a guide on the principles and practices of archives management.

in the country. The Manual will include policies to be followed and methods to be adopted for the appraisal, retention and disposal of records, including their transfer, accessioning, arrangement, servicing, preparation of guides, summary, systematic and descriptive lists and also recommendations on the physical care of records, microfilming etc.

"Guide to the Records in the National Archives of India"

"Hand-Book to the Records in the Government of India in the Imperial Record Department (1748-1859)" was published in 1925. Since then neither the Hand Book has been corrected, nor brought upto date. The previous Hand Book gave description of the series upto the year 1859 only. Of late there has been a tremendous increase in the volume of records (including the records prior to 1859) transferred to the National Archives of India. A large number of Private Papers and Microfilms have also been acquired. Some records series and finding aids to the records have also been published. It has, therefore, been decided to publish an upto date "Guide to the Records in the National Archives of India" to include (i) the previous Hand Book duly revised, and (ii) the contents (in brief) of the public records, private papers, microfilms and their finding aids acquired and published by the National Archives of India.

A cell headed by Shri M.R. Sengupta, Archivist, has been set up in the National Archives of India since June 1974 for compiling the aforesaid "Guide".

Committees and Conferences

Dr. S.N. Prasad, Director of Archives attended a meeting of the Committee on Archival Development of the International Council on Archives held at Darmstadt in West Germany from 20 to 22 May, 1974.

A team of three experts headed by Shri S.A.I.Tirmizi, Deputy Director of Archives, visited Hazarduari Palace at Murshidabad (West Bengal) in July 1974 to inspect the old manuscripts, records etc. housed therein in a bad state of preservation. A first aid treatment was given to the manuscripts and a report suggesting means on their proper preservation was submitted to the Department of Culture, Government of India.

Shri M.L.Ahluwalia, Assistant Director of Archives attended the 6th meeting of the State Advisory Board of Archaeology, Gujarat held in May 1974 at Gandhi Nagar(Gujarat). The matter relating to Archives was discussed at the meeting.

Shri S.N. Sharma, Archivist of this Department was deputed to U.K. in August, 1974 to attend a seminar on Automated Data Processing in Archives organised by the Public Record Office, London in collaboration with the UNESCO.

Plan Projects

Ten out of twelve Schemes which were intended to be implemented from the first year of the 5th Plan period(1974-75), have been cleared by the Planning Commission in April 1974. The allocation for 1974-75, originally fixed at Rs.20.00 lakhs, was subsequently revised to Rs.15.00 lakhs. Only one project, viz. Listing of public and private records in the custody of the National Archives of India, has so far been approved by the Government of India. Thirteen posts sanctioned for the Scheme, have since been filled up, and the staff recruited for the same are engaged in doing useful work. The Government has been moved for according financial sanction for the remaining Schemes

National Archives of India, Bhopal

Administration: The Regional Office of the National Archives of India was established at Bhopal in November, 1954.

Budget: The actual expenditure of the National Archives of India, Bhopal, during 1973-74 was Rs. 1,53,789, against the budget provision of Rs. 1,77,000, on the non-plan side. There was no budget provision on the plan side. The budget provision for 1974-75 is Rs. 1,80,000 on the non-plan side and sum of Rs. 1,11,000 on the plan side.

Building: The Regional Office, National Archives of India, Bhopal, has its own building. It is proposed to build two more floors (second and third) to the existing building in the Fifth Five Year Plan.

Record Management (Appraisal of Records)

The following records series were examined:

<u>Name of Department</u>	<u>File</u>	<u>Year</u>
1. Boundary Disputes of Bhopal with various States (erstwhile Bhopal State)	169	1841-91
2. Daftar-i-Vizarat, Bhopal (Madar-al-Mahami)	1,062	1876-1905
3. Government of India, Department of Home, Revenue and Agriculture.	877	1874-1913
4. Government of India, Ministry of Commerce and Industry.	1,382	1863-1932

Research and Reference: 56 queries on records received from the various Government Departments, Private Institutions, and individuals were attended to.

Preservation of Records: Repair work, as under, was done during the year:

Full pasting - 11,010 sheets; guarding and gathering - 20,103 sheets; minor and chiffon repairs - 2,858 sheets; repair with tissue papers - 11,895 sheets; repair with acetate foil - 2,779 sheets; flattening - 19,598 sheets; trimming - 24,319 sheets; binding - 4 Registers and 1 Map; stitching - 759 files; checking and sorting - 2,560 files; pagination - 74,878 pages; fumigation - 977 volumes and 580 bundles of records.

Library: 27 books were acquired during the period under report. The Government have allotted Rs. 3,000 for the purchase of books for the Library during 1974-75.